RESIDENCE HALL CLOSING
Notice

ALL RESIDENCE HALLS WILL CLOSE AT

6:00 PM, Friday, May 21, 2010 (see special note to SENIORS)

ALL NON-GRADUATING STUDENTS MUST SIGN UP AND FOLLOW THE PROCEDURES OUTLINED BELOW.

All students must make arrangements to vacate all on-campus housing 24 hours after their last exam, but no later than 6:00 PM on Friday, May 21, 2010. Students are not permitted to remain in the halls or apartments after the closing date and time above. Be sure to make your transportation arrangements in advance. If you are having difficulty departing by the designated closing time, you must notify the Housing Office, in person, by 4:00 PM on Wednesday, May 19, 2010.

• SPECIAL NOTE TO GRADUATING SENIORS & APPROVED GRADUATION PARTICIPANTS: All graduation participants must sign up for a checkout time with an RA before 7:00 PM on Sunday, May 23, 2010. Arrangements must be made to vacate all on-campus housing before May 21st, because of an involvement with graduation, you must contact the Albright individual/department you are remaining late for and they must clear your name with the Housing Office.

NOTE: Resident Assistants will be doing the initial room inspections for damages. The Housing and Facilities professional staff will be doing the final room inspections along with assessments for all damages. Students with damages will be notified later, in writing, of specific damages and associated costs.

PRIOR TO VACATING, STUDENTS ARE EXPECTED TO ADHERE TO THE FOLLOWING GUIDELINES:

1. Sign up for a checkout time with an RA (see schedule posted on staff doors).
2. Remove all trash and place it in the appropriate location; do not leave trash in bathrooms, hallways or stairwells. Students will be fined for improper disposal of trash.
3. All original furnishings must be back in the room and set up the way they were found at check-in.
4. All furnishings (includes micro-fridge) must be dusted and/or cleaned. Clean out desk and dresser drawers completely.
5. Floors must be swept completely, and mopped; and beds must be un-bunked. (Return bunk pins to RAs)
6. Clean and remove items from walls, window panes, and the door (inside and outside).
7. All personal belongings must be removed from the room prior to the RA’s inspection.
8. At your designated checkout time, contact your RA who will begin the room inspection. The RA will not come to you so please make sure you contact them.
9. Sign a Room Checkout Form prior to leaving.
10. Return all keys to the Public Safety Office. Housing Staff is not permitted to accept keys.

COMMON FINES AND CHARGES:
• All room damages and charges will be assessed to the residents of the room.
• A $30.00 fine may be imposed on students who fail to follow the outlined procedures.
• A $75.00 per item charge will be imposed on students leaving furniture or rugs in their room or in public areas of the residence hall.
• A $25.00 charge will be imposed for each key a student fails to return or breaks.

SPECIAL INFORMATION FOR RESIDENTS OF ABLRIGHT WOODS:
• All trash must be taken to the dumpster.
• Only original furnishings may be in the room. All other furnishings must be taken home or to the dumpster.
• Bathroom sink, toilet, and tub must be cleaned prior to check out.
• Refrigerator must be emptied and cleaned. The stove and oven must be cleaned.
• All floors need to be cleaned (vacuumed, mopped, and swept).
• You will need to refer to specific check out procedures provided to you by the Albright Woods AD, Nikki Dietrich.

THE HOUSING STAFF, PUBLIC SAFETY OFFICE, AND THE FACILITIES DEPARTMENT ARE COUNTING ON YOUR COOPERATION IN ALL OF THE ABOVE PROCEDURES TO ASSURE A SMOOTH ENDING TO THE YEAR.

Congratulations to Graduating Seniors!!!
Everyone Have a Wonderful Summer!!!